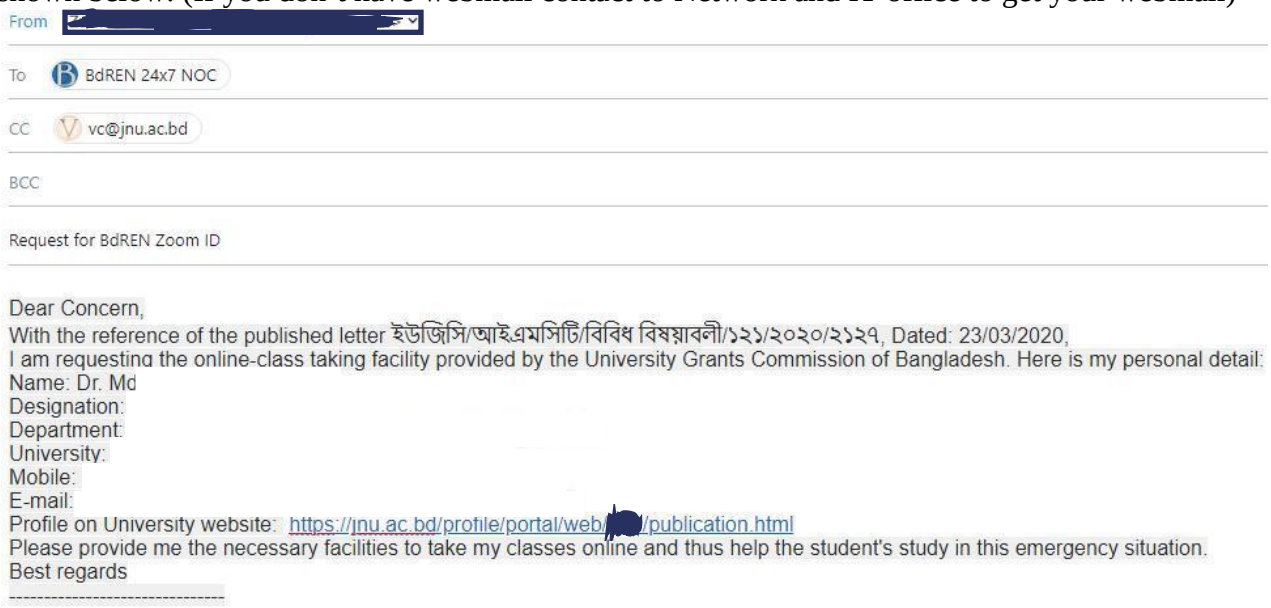
Getting Started on Zoom

1. Send an email from your webmail to helpdesk@bdren.net.bd with CC to vc@jnu.ac.bd. Sample email is as shown below. (If you don't have webmail contact to Network and IT office to get your webmail)


From [redacted]

To BdREN 24x7 NOC

CC vc@jnu.ac.bd

BCC

Request for BdREN Zoom ID

Dear Concern,
With the reference of the published letter ইউজিসি/আইএমসিটি/বিবিধ বিষয়াবলী/১২১/২০২০/২১২৭, Dated: 23/03/2020,
I am requesting the online-class taking facility provided by the University Grants Commission of Bangladesh. Here is my personal detail:
Name: Dr. Md
Designation:
Department:
University:
Mobile:
E-mail:
Profile on University website: https://jnu.ac.bd/profile/portal/web[redacted]/publication.html
Please provide me the necessary facilities to take my classes online and thus help the student's study in this emergency situation.
Best regards
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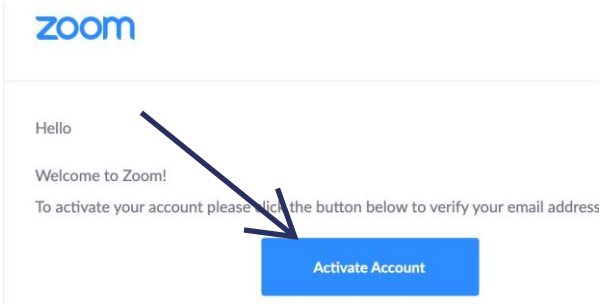
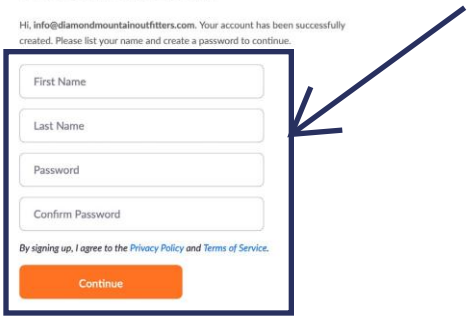
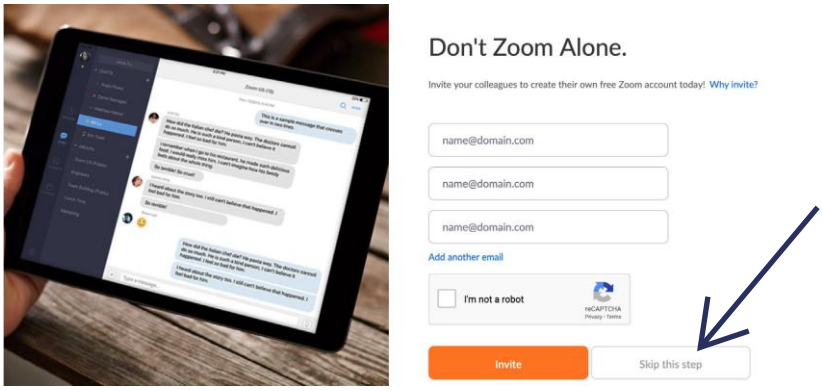
2. After getting conformation mail from bdren follow these steps:
   i. You'll receive an email from Zoom to activate. Go to your email and click **Activate Account**.



   ii. You'll be redirected to fill in your first name, last name, and create a password.



   iii. If you'd like to invite other administrators or staff members to sign up for their own zoom accounts. **To avoid Just select "Skip this step".**



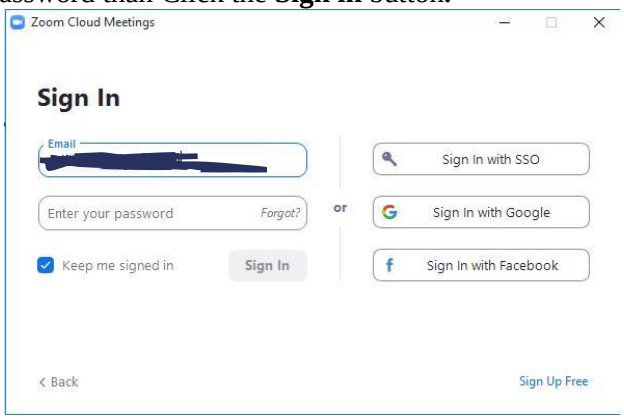
iv. You're good to go!

3. Logging In

i. Open the Zoom Meeting Client.

ii. Click **Sign In**. (If you are already signed in using other account please sign out)

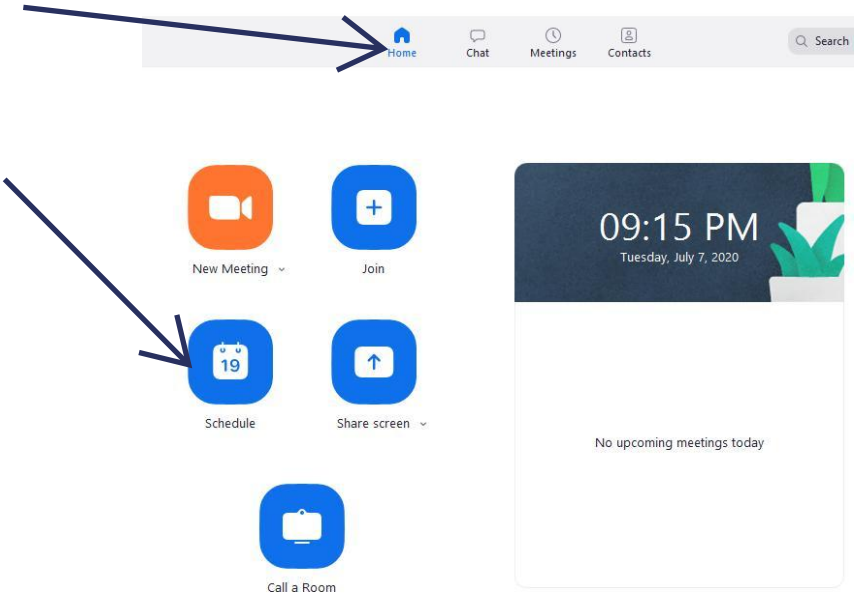
iii. Enter your username and password than Click the **Sign in** button.



4. How to Schedule a Meeting

i. Open the Zoom app.

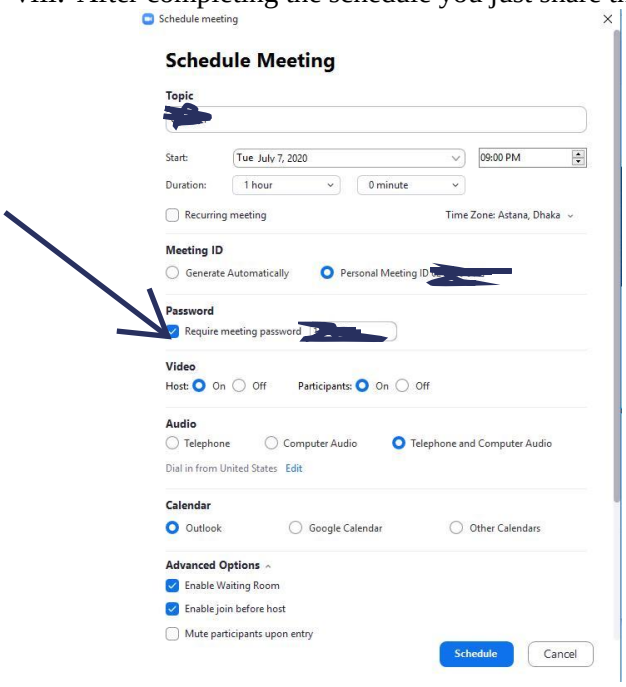
ii. Click on the Home button at the top left.

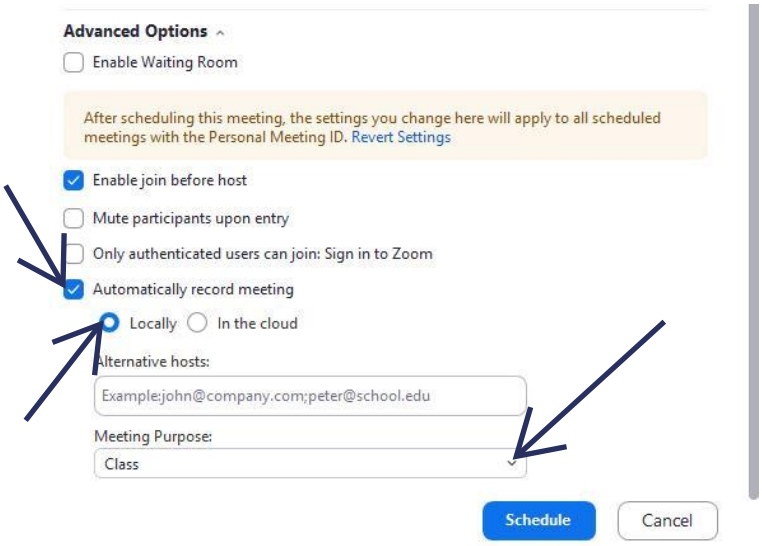


iii. Press the Schedule button. (In Smartphone you just click on schedule)

iv. Enter in Topic, Date, and other related details of your meeting. You must set password to restrict the participant.

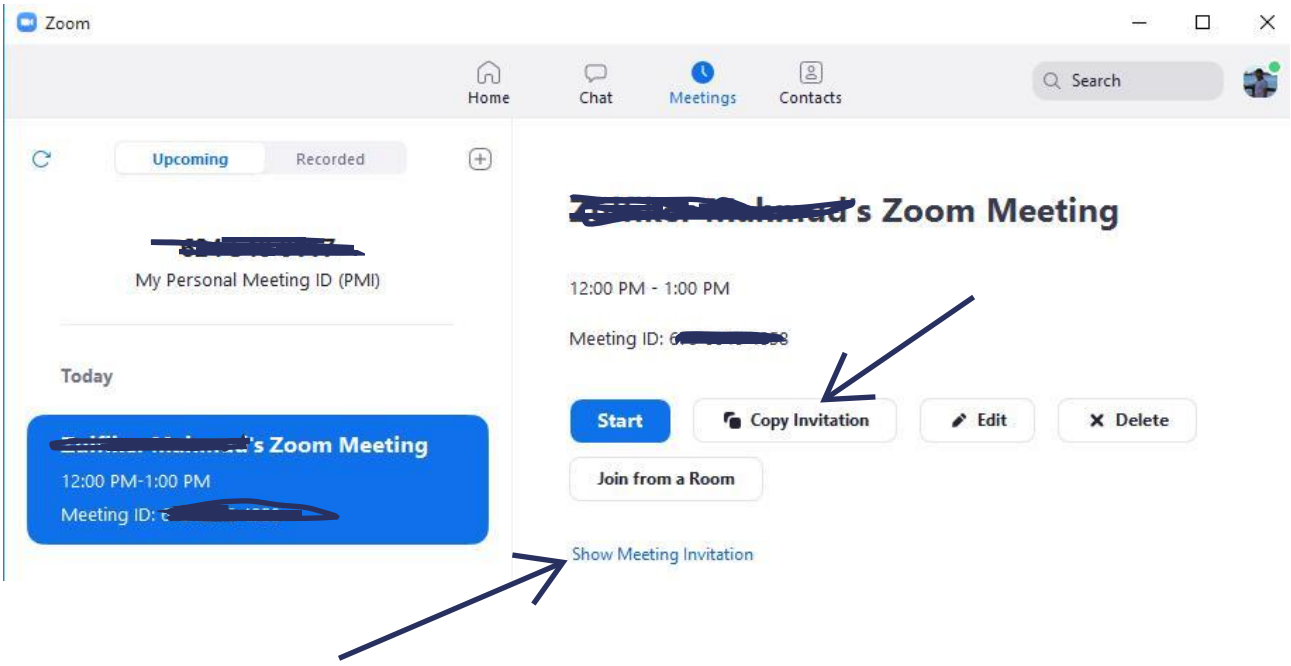
v. To set password tick mark the checkbox **"Require meeting password"** and set the password.
vi. In advanced options you can set some options like auto record and authentications. To record your class you must tick the option **"Automatically record meeting" and select locally.**
vii. After setting all of these press Schedule.
viii. After completing the schedule you just share the meeting ID and password or URL link to the participants.

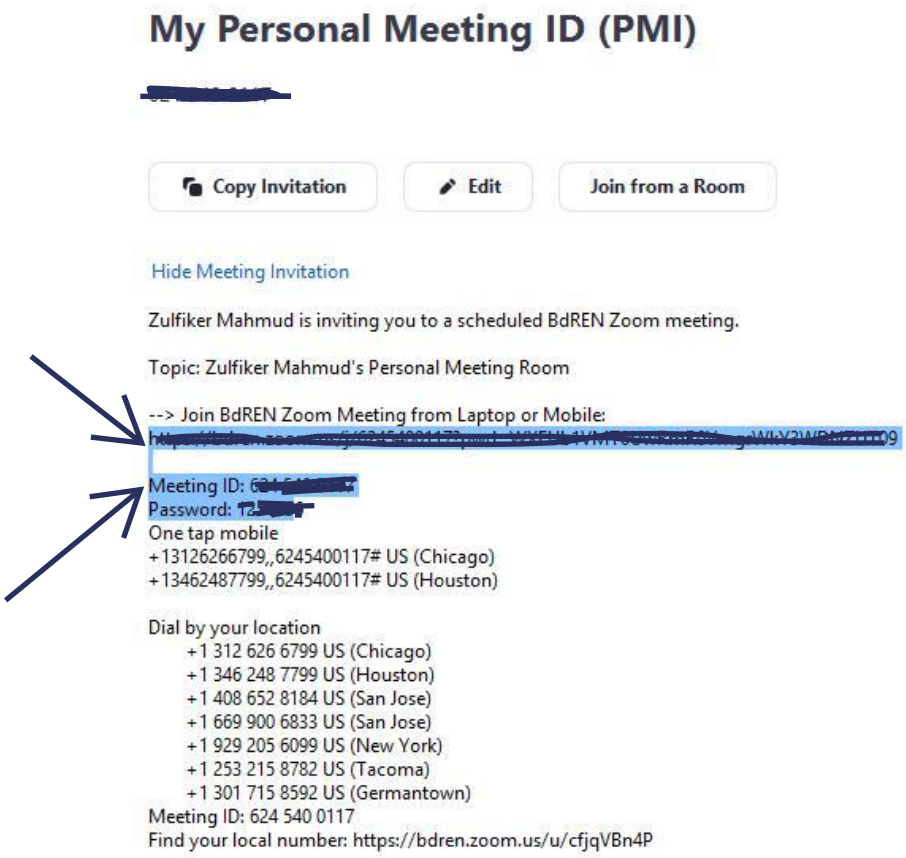




5. Inviting to your participant:

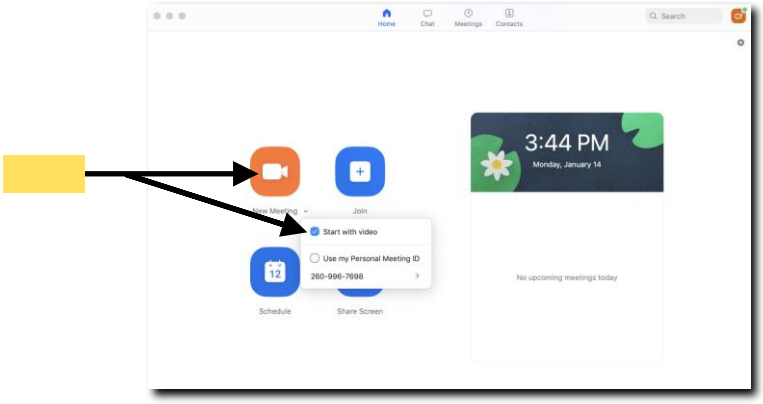
i. Open the Zoom app and click on meetings at the top of the screen.
ii. Click on copy invitation and share it over mail or messenger or any other platform.
iii. If you click on **show meeting invitation** you will see the text like second figure and you just copy the **selected text as shown in figure**. You can also just share the meeting ID and password.





6. Starting your Meeting

i. In the Zoom Home Screen click on the **new meeting drop-down menu and choose Start with video.**



ii. Your meeting will begin and you will see the Zoom video conferencing interface appear.

<u>Using the Toolbar like below(The number appear in the figure are described in table):</u>

1	Mute/Unmute Microphone	Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready for them to hear you.
2	Microphone/Speaker Settings	Clicking on the up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test.
3	Stop/Start Video	Allows you to start and stop your video feed.
4	Video Options	Clicking on the up arrow allows you to access the video options which allow you to switch video inputs, adjust video settings, or add a virtual background.
5	Invite	Allows you to invite participants to your meeting.
6	Manage Participants	Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, lock the meeting, and etc.
7	Share Screen	Lets you share your screen with your participants. Screen sharing can be used for interactive white boarding, sharing a power point presentation, walking through a document, giving a web tour, showing software tutorials, and etc. Participant will see what you have opened in your monitor.
8	Screen Sharing Settings	Lets you set how many people can share at a time, and whether or not participants can share their screens.
9	Chat	Lets you start a private or a group chat.
10	Record	Lets you start recording the video and audio of your meeting.
11	Breakout Rooms	Lets you break the meeting attendees up into small groups for collaboration and group work activities.
12	End Meeting	Lets you end or leave the meeting.

7. Best Practices while in a Class/Meeting

- Sign in to the Zoom desktop client and stay signed in.
- Check your internet speed. If you're on free wifi you may need to keep your camera off to improve quality.
- Turn your camera on and have your camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well lit and quiet place.
- Be mindful of what's going on behind you. Think about having solid wall behind you or turning on the virtual background.